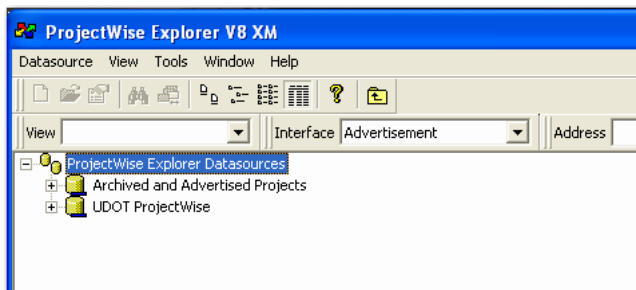




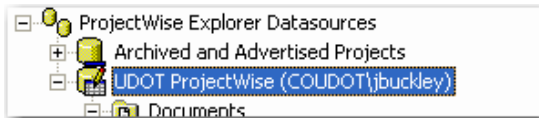
New Directory Folder Structure

Udot has adopted a new flat folder structure to be used inside of ProjectWise. Each project will have this flat folder structure. The project folder will be created when a new project is set up in ePM, or as requested by a team member. ETS will setup and help with the ProjectWise setup on existing projects.

When you first open ProjectWise you get the following screen:

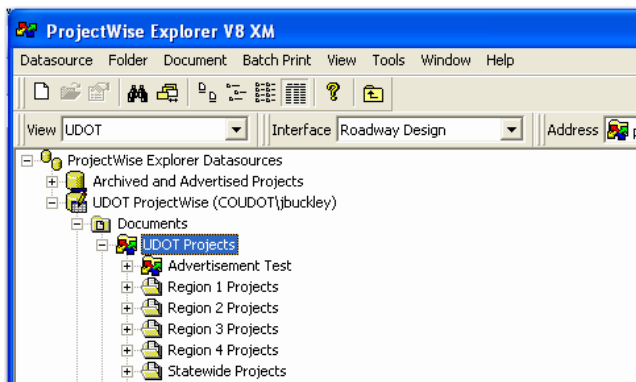


After you open ProjectWise and expand the **UDOT ProjectWise** folder it shows you logged in (**example: COUDOT\jbuckley**)

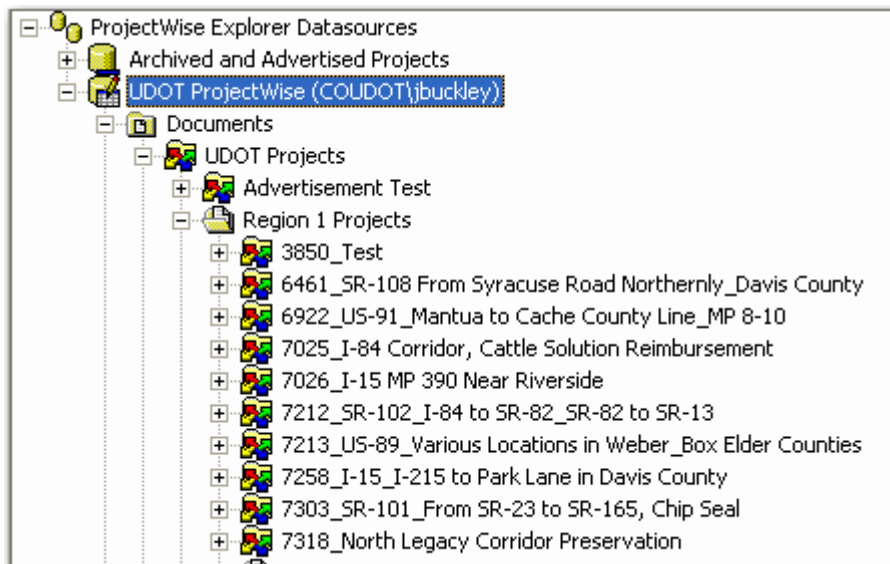


The following screenshot is of ProjectWise showing the typical layout of the Udot Projects Regional Directory structure. **Note: The Advertisement Test is under development at this time and may not be seen when you log in.**

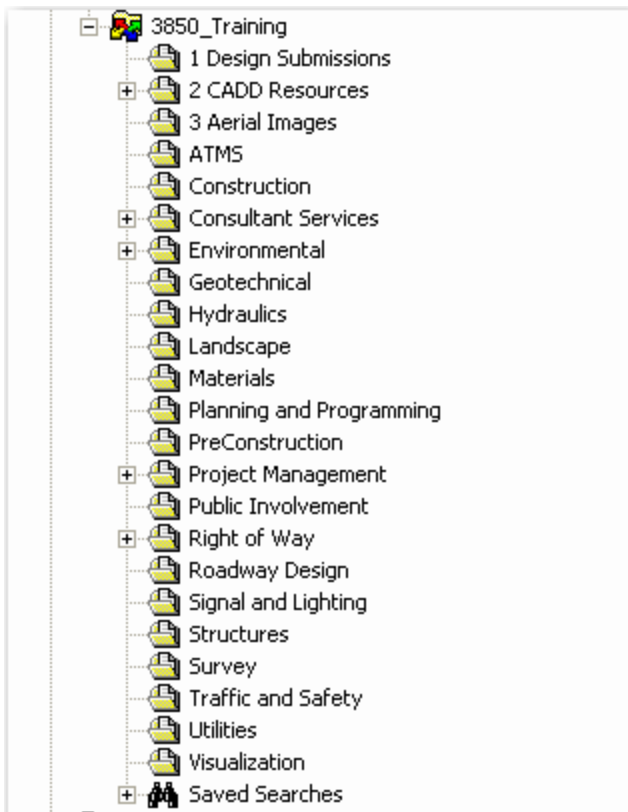
Projects will be organized by **Region 1, 2, 3, or 4 Projects**, and **Statewide Projects**. (Complex falls under the **Statewide Projects** folder). Each Region as well as Statewide will follow the same style of flat folder structure.



The naming convention will be as follows: PIN_Description (**example: 6461_SR-108 From Syracuse Road Northernly_Davis County**). All projects in each Region and the Statewide locations will follow this same naming convention.



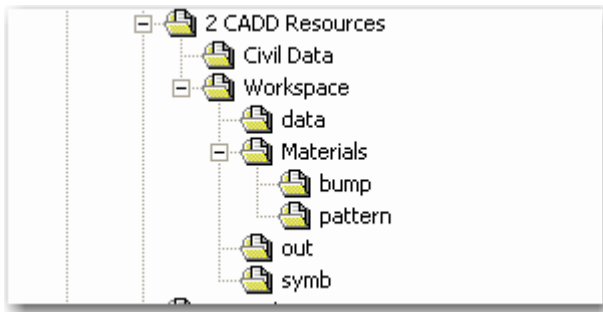
When you first expand the Project folder you will see the following folder structure. Some folders can be expanded to show sub folders. These are designated by having the plus sign symbol + in front of the folder indicating a sub-folder is present (**example: + Project Management**)



The **Design Submissions** folder has all the design submissions from both UDOT designer engineers as well as consultant engineers. This folder also houses correspondence, Document reviews, review comments, plan set and specifications compiled for stages and additional information generated by the review process.



The **2 CADD Resources** folder expands to give you a **Civil Data** and a **Workspace** folder. The **Workspace** folder expands into **data**, **Materials**, **out** and **symb** folders. **Materials** folder expands out to **bump** and **pattern** folders.



The **2 CADD Resources** folder contains all design CADD related information for the project. Standard data files that need to be archived with the project, (**example: project related level libraries, cells, etc.**).

The **Civil Data** folder contains all horizontal and vertical alignments, surfaces, templates, roadway modeler libraries, and any other files that the project needs for the civil applications to operate. Discipline specific alignments, surfaces, templates, ect. are kept in the respective discipline directories.

The **Workspace** folder contains four sub-folders the first is:

data this folder contains the project related resources ,(dgnlib containing levels, templates, tasks, ect. , 2D and 3D seed files, Iplot files, and cell libraries)

Materials is the second folder it is used for 3D Visualizations, and has two sub-folders under it:

The **bump** folder contains files that are grey scaled for the perceived depth when using textures.

The **pattern** folder contains files that make up 3D textures for use on 3D models.

The **out** folder contains design files created from “on the fly” translations, created images, and plot files created from the MicroStation Print/plot utility.

The **symb** folder contains customized linestyles and fonts used for the project (not standard).

The **3 Aerial Images** folder contains aerial photos used as MicroStation raster's of the area for the project.

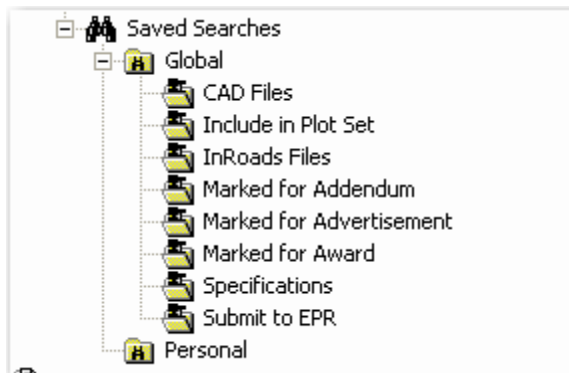


The discipline specific folders contain all the files, documents, and correspondence that have been created by and for the discipline group. Confidential folders have been added to store documents for groups that deal with confidential and private information.

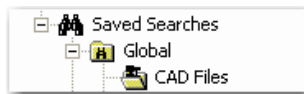
The **Saved Searches** folder expands into two sub-folders the **Global** folder and the **Personal** folder.



The **Global** folder expands into predefined searches. Included are searches for **Cad Files, Include in Plot Set, InRoads Files, Marked for Addendum, Marked for Advertisement, Marked for Award, Specifications** and **Submit to EPR**.



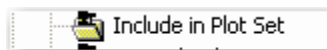
The **Cad Files** search is set up to search all files that are a CADD based file, (example: MicroStation - DGN, AutoCAD - DWG, or any other type of CADD files or drawings - DXF)



The following **Global Searches** are associated with the attribute assignments for each of the documents; this determines how the search will function.

Include in Plot Set, Marked for Addendum, Marked for Advertisement, Marked for Award, and Submit to EPR.

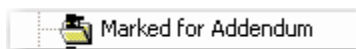
The **Include in Plot Set** search contains any files that have been check marked with the **Include in Plot Set** in the attributes tab of the interface dialog box. (Note: located at the bottom right of the interface dialog box.)



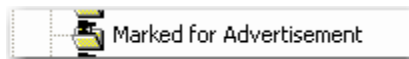
The **InRoads Files** search contains all InRoads type files within the project, (example: all horizontal and vertical alignments, surfaces, templates, existing data including data collected from field surveys, aerial or satellite surveys etc, and any other files that the project needs for the civil applications to operate).



The **Marked for Addendum** search contains all files that have been check marked with the **Marked for Addendum** in the attributes tab of the interface dialog box.



The **Marked for Advertisement** search contains all files that have been check marked with the **Marked for Advertisement** in the attributes tab of the interface dialog box.



Advertisement Submission

☒ Mark for Advertisement? ☐ Mark for Addendum? ☐ Mark for Award?

Check if this file is required in the Advertisement Package

Save Undo Close k < 7/67 > >|

The **Marked for Award** search contains all files that have been check marked with the **Marked for Award** in the attributes tab of the interface dialog box.



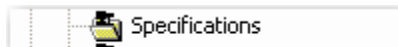
Advertisement Submission

☐ Mark for Advertisement? ☐ Mark for Addendum? ☒ Mark for Award?

Check if this file goes to Award Package

Save Undo Close k < 7/67 > >|

The **Specifications** search contains all files that have been given the **Document Type** of **Specifications** in the attributes tab under the **Document Type (Req'd)** section of the interface dialog box.

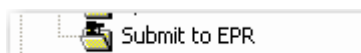


Document Type (Req'd) Document Subtype

Specifications

Document Group

The **Submit to EPR** search contains all files that have an attribute assigned for the **Submit to Electronic Plan Room** selected.



Submit to Electronic Plan Room

Plan

Advertisement Submission

These attributes include; **CADD – (CADD File)**, **Plan – (Plan Set)**, **Spec – (Specification)**, **Misc – (Misc Advertising Documents)**, **Addendum – (Addendum Documents)**, and **Not Included – (Not Included in Advertisement)**.

Submit to Electronic Plan Room

Plan

CADD - (CADD File)

Plan - (Plan Set)

Spec - (Specifications)

Misc - (Misc Advertising Documents)

Addendum?

Submission

Save Undo Close k <

Submit to Electronic Plan Room

Not Included

Spec - (Specifications)

Misc - (Misc Advertising Documents)

Addendum - (Addendum Documents)

Not Included - (Not Included in Advertisement)

Addendum?

Submission

The **Personal** folder under the Saved Searches folder is for searches that the user creates for their own personal use.

